



Free Special Education Resources, Consultation, Trainings Your Arizona Parent School Connection

Create a Home File

Choose a filing system that works for you.

- A notebook
- An accordion file
- A box
- A tote bag
- A computer
- A drawer
- A filing cabinet

Organize your files. Use folders, or dividers, to separate different sections and subsections.

- In the **“Get to Know Me”** section, add:
 - pictures of your child with family and friends and participating in their favorite activities;
 - a list of your child’s likes and dislikes—food, activities, toys, friends, pets, etc.; and
 - a summary of your child’s strengths and weaknesses; outline your child’s daily routine.
- Keep **Official Documents** in a safe place and put copies of the following in the file:
 - Birth certificate
 - Social Security card
 - Legal documents—guardianship papers, etc.
- Create a **Directory** of names, phone and fax numbers, e-mail addresses and web sites, include:
 - School district administration—special education director, superintendent, school board
 - Personnel at your child’s school—teachers, principal, nurse, etc.
 - Support service providers—therapists, psychologist, counselor, etc.
 - Respite and day care providers
 - Medical services—doctor(s), hospital, clinic, medical supply company, and pharmacy
 - Transportation services
- Maintain **Communication logs**.
 - Keep a log of incoming and outgoing phone calls—include date, name, title, agency, what was discussed, highlight items on which action was requested, and the date on which action was expected.
 - Keep a log and copies of letters and e-mail you send and the originals you receive.
- Use a **Calendar** to:
 - keep track of appointments and meetings; and
 - mark dates when the school was to take action on an issue you discussed with them.

- **Save Education Related Documents.**
 - Past and current Individualized Education Programs (IEPs)
 - Evaluations and assessments
 - Report cards and progress reports
 - Samples of your child's work
 - Other correspondence from the school
 - Education and disability rights information
- **Keep Medical Records and Reports.**
 - Reports from physicians and consultants
 - Diagnostic reports and laboratory results
 - Immunization records
 - A log of hospitalizations; a summary of treatments and results
 - Suggestions for providing medical care
 - Insurance information
 - Family medical history
- **Save Developmental Records and Reports.**
 - Reports—any service plans and evaluations
 - Log services and results—what works, what doesn't
 - Find articles, fact sheets, brochures, guides, etc. about your child's disability
- **Resources for Adaptive and Medical Equipment**
 - Instruction booklets
 - Service manuals
 - Catalogs

Other Ideas

- Keep a six section file folder for **IEP Meetings** that contains the most current copy of the following: communication log; IEP; copies of home and school notebook; and evaluations [e.g. occupational therapy (OT), physical therapy (PT), speech, psycho-educational]. Update each school year.
- Keep a "mini-file" of pertinent information to have on hand for respite and day care providers.
- Keep a scrapbook of achievements, activities, and special events in your child's life.

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